



ACHIEVEMENT IN MONTANA

Quick Reference Guide

2009 Test Window Attendance Collection – File Upload

VERIFYING STUDENT ENROLLMENTS

Use Student Information Reports or Ad Hoc Filters to verify data entry to ensure that all students are enrolled.

Enrollment Summary Report: The **Enrollment Summary Report** counts students by **School**, **Race/Ethnicity** and **Gender**.

From the **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

Select the **Enrollment Summary** report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select **Generate Report**.

Student Population by Ethnicity (male/female/total)							
School	Admission Number of Students	Asian	Hispanic or Latino	Black or African American	White, Non-Hispanic	Native American or Pacific Islander	Total
World Family School	6006	1001	6004	7007	34074	1001	41001
Grade 01	6000	1001	1001	1001	2002	6000	4004
Grade 02	6000	1001	1001	1001	2002	6000	4004
Grade 03	6000	1001	1001	1001	2002	6000	4004
Grade 04	6000	1001	1001	1001	2002	6000	4004
Grade 05	1001	1001	1001	1001	2002	6000	4004
Grade 06	1001	1001	1001	1001	2002	6000	4004
Grade 07	1001	1001	1001	1001	2002	6000	4004
Grade 08	1001	1001	1001	1001	2002	6000	4004
Grade 09	1001	1001	1001	1001	2002	6000	4004
Grade 10	1001	1001	1001	1001	2002	6000	4004
Grade 11	1001	1001	1001	1001	2002	6000	4004
Grade 12	1001	1001	1001	1001	2002	6000	4004
Grade 13	1001	1001	1001	1001	2002	6000	4004
Grade 14	1001	1001	1001	1001	2002	6000	4004
Grade 15	1001	1001	1001	1001	2002	6000	4004
Grade 16	1001	1001	1001	1001	2002	6000	4004
Grade 17	1001	1001	1001	1001	2002	6000	4004
Grade 18	1001	1001	1001	1001	2002	6000	4004
Grade 19	1001	1001	1001	1001	2002	6000	4004
Grade 20	1001	1001	1001	1001	2002	6000	4004
Grade 21	1001	1001	1001	1001	2002	6000	4004
Grade 22	1001	1001	1001	1001	2002	6000	4004
Grade 23	1001	1001	1001	1001	2002	6000	4004
Grade 24	1001	1001	1001	1001	2002	6000	4004
Grade 25	1001	1001	1001	1001	2002	6000	4004
Grade 26	1001	1001	1001	1001	2002	6000	4004
Grade 27	1001	1001	1001	1001	2002	6000	4004
Grade 28	1001	1001	1001	1001	2002	6000	4004
Grade 29	1001	1001	1001	1001	2002	6000	4004
Grade 30	1001	1001	1001	1001	2002	6000	4004
Grade 31	1001	1001	1001	1001	2002	6000	4004
Grade 32	1001	1001	1001	1001	2002	6000	4004
Grade 33	1001	1001	1001	1001	2002	6000	4004
Grade 34	1001	1001	1001	1001	2002	6000	4004
Grade 35	1001	1001	1001	1001	2002	6000	4004
Grade 36	1001	1001	1001	1001	2002	6000	4004
Grade 37	1001	1001	1001	1001	2002	6000	4004
Grade 38	1001	1001	1001	1001	2002	6000	4004
Grade 39	1001	1001	1001	1001	2002	6000	4004
Grade 40	1001	1001	1001	1001	2002	6000	4004
Grade 41	1001	1001	1001	1001	2002	6000	4004
Grade 42	1001	1001	1001	1001	2002	6000	4004
Grade 43	1001	1001	1001	1001	2002	6000	4004
Grade 44	1001	1001	1001	1001	2002	6000	4004
Grade 45	1001	1001	1001	1001	2002	6000	4004
Grade 46	1001	1001	1001	1001	2002	6000	4004
Grade 47	1001	1001	1001	1001	2002	6000	4004
Grade 48	1001	1001	1001	1001	2002	6000	4004
Grade 49	1001	1001	1001	1001	2002	6000	4004
Grade 50	1001	1001	1001	1001	2002	6000	4004
Grade 51	1001	1001	1001	1001	2002	6000	4004
Grade 52	1001	1001	1001	1001	2002	6000	4004
Grade 53	1001	1001	1001	1001	2002	6000	4004
Grade 54	1001	1001	1001	1001	2002	6000	4004
Grade 55	1001	1001	1001	1001	2002	6000	4004
Grade 56	1001	1001	1001	1001	2002	6000	4004
Grade 57	1001	1001	1001	1001	2002	6000	4004
Grade 58	1001	1001	1001	1001	2002	6000	4004
Grade 59	1001	1001	1001	1001	2002	6000	4004
Grade 60	1001	1001	1001	1001	2002	6000	4004
Grade 61	1001	1001	1001	1001	2002	6000	4004
Grade 62	1001	1001	1001	1001	2002	6000	4004
Grade 63	1001	1001	1001	1001	2002	6000	4004
Grade 64	1001	1001	1001	1001	2002	6000	4004
Grade 65	1001	1001	1001	1001	2002	6000	4004
Grade 66	1001	1001	1001	1001	2002	6000	4004
Grade 67	1001	1001	1001	1001	2002	6000	4004
Grade 68	1001	1001	1001	1001	2002	6000	4004
Grade 69	1001	1001	1001	1001	2002	6000	4004
Grade 70	1001	1001	1001	1001	2002	6000	4004
Grade 71	1001	1001	1001	1001	2002	6000	4004
Grade 72	1001	1001	1001	1001	2002	6000	4004
Grade 73	1001	1001	1001	1001	2002	6000	4004
Grade 74	1001	1001	1001	1001	2002	6000	4004
Grade 75	1001	1001	1001	1001	2002	6000	4004
Grade 76	1001	1001	1001	1001	2002	6000	4004
Grade 77	1001	1001	1001	1001	2002	6000	4004
Grade 78	1001	1001	1001	1001	2002	6000	4004
Grade 79	1001	1001	1001	1001	2002	6000	4004
Grade 80	1001	1001	1001	1001	2002	6000	4004
Grade 81	1001	1001	1001	1001	2002	6000	4004
Grade 82	1001	1001	1001	1001	2002	6000	4004
Grade 83	1001	1001	1001	1001	2002	6000	4004
Grade 84	1001	1001	1001	1001	2002	6000	4004
Grade 85	1001	1001	1001	1001	2002	6000	4004
Grade 86	1001	1001	1001	1001	2002	6000	4004
Grade 87	1001	1001	1001	1001	2002	6000	4004
Grade 88	1001	1001	1001	1001	2002	6000	4004
Grade 89	1001	1001	1001	1001	2002	6000	4004
Grade 90	1001	1001	1001	1001	2002	6000	4004
Grade 91	1001	1001	1001	1001	2002	6000	4004
Grade 92	1001	1001	1001	1001	2002	6000	4004
Grade 93	1001	1001	1001	1001	2002	6000	4004
Grade 94	1001	1001	1001	1001	2002	6000	4004
Grade 95	1001	1001	1001	1001	2002	6000	4004
Grade 96	1001	1001	1001	1001	2002	6000	4004
Grade 97	1001	1001	1001	1001	2002	6000	4004
Grade 98	1001	1001	1001	1001	2002	6000	4004
Grade 99	1001	1001	1001	1001	2002	6000	4004
Grade 100	1001	1001	1001	1001	2002	6000	4004
Grade 101	1001	1001	1001	1001	2002	6000	4004
Grade 102	1001	1001	1001	1001	2002	6000	4004
Grade 103	1001	1001	1001	1001	2002	6000	4004
Grade 104	1001	1001	1001	1001	2002	6000	4004
Grade 105	1001	1001	1001	1001	2002	6000	4004
Grade 106	1001	1001	1001	1001	2002	6000	4004
Grade 107	1001	1001	1001	1001	2002	6000	4004
Grade 108	1001	1001	1001	1001	2002	6000	4004
Grade 109	1001	1001	1001	1001	2002	6000	4004
Grade 110	1001	1001	1001	1001	2002	6000	4004
Grade 111	1001	1001	1001	1001	2002	6000	4004
Grade 112	1001	1001	1001	1001	2002	6000	4004
Grade 113	1001	1001	1001	1001	2002	6000	4004
Grade 114	1001	1001	1001	1001	2002	6000	4004
Grade 115	1001	1001	1001	1001	2002	6000	4004
Grade 116	1001	1001	1001	1001	2002	6000	4004
Grade 117	1001	1001	1001	1001	2002	6000	4004
Grade 118	1001	1001	1001	1001	2002	6000	4004
Grade 119	1001	1001	1001	1001	2002	6000	4004
Grade 120	1001	1001	1001	1001	2002	6000	4004
Grade 121	1001	1001	1001	1001	2002	6000	4004
Grade 122	1001	1001	1001	1001	2002	6000	4004
Grade 123	1001	1001	1001	1001	2002	6000	4004
Grade 124	1001	1001	1001	1001	2002	6000	4004
Grade 125	1001	1001	1001	1001	2002	6000	4004
Grade 126	1001	1001	1001	1001	2002	6000	4004
Grade 127	1001	1001	1001	1001	2002	6000	4004
Grade 128	1001	1001	1001	1001	2002	6000	4004
Grade 129	1001	1001	1001	1001	2002	6000	4004
Grade 130	1001	1001	1001	1001	2002	6000	4004
Grade 131	1001	1001	1001	1001	2002	6000	4004
Grade 132	1001	1001	1001	1001	2002	6000	4004
Grade 133	1001	1001	1001	1001	2002	6000	4004
Grade 134	1001	1001	1001	1001	2002	6000	4004
Grade 135	1001	1001	1001	1001	2002	6000	4004
Grade 136	1001	1001	1001	1001	2002	6000	4004
Grade 137	1001	1001	1001	1001	2002	6000	4004
Grade 138	1001	1001	1001	1001	2002	6000	4004
Grade 139	1001	1001	1001	1001	2002	6000	4004
Grade 140	1001	1001	1001	1001	2002	6000	4004
Grade 141	1001	1001	1001	1001	2002	6000	4004
Grade 142	1001	1001	1001	1001	2002	6000	4004
Grade 143	1001	1001	1001	1001	2002	6000	4004
Grade 144	1001	1001	1001	1001	2002	6000	4004
Grade 145	1001	1001	1001	1001	2002	6000	4004
Grade 146	1001	1001	1001	1001	2002	6000	4004
Grade 147	1001	1001	1001	1001	2002	6000	4004
Grade 148	1001	1001	1001	1001	2002	6000	4004
Grade 149	1001	1001	1001	1001	2002	6000	4004
Grade 150	1001	1001	1001	1001	2002	6000	4004
Grade 151	1001	1001	1001	1001	2002	6000	4004
Grade 152	1001	1001	1001	1001	2002	6000	4004
Grade 153	1001	1001	1001	1001	2002	6000	4004
Grade 154	1001	1001	1001	1001	2002	6000	4004
Grade 155	1001	1001	1001	1001	2002	6000	4004
Grade 156	1001	1001	1001	1001	2002	6000	4004
Grade 157	1001	1001	1001	1001	2002	6000	4004
Grade 158	1001	1001	1001	1001	2002	6000	4004
Grade 159	1001	1001	1001	1001	2002	6000	4004
Grade 160	1001	1001	1001	1001			



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EDITING STUDENT INFORMATION (OPTION 1)

Enrolling New Students:

Students new to the district (transfer students, students entering school for the first time) need to have a State Student ID located or assigned and an enrollment record created.

Select the 08-09 **Year** and the **School** from the **TOOLBAR**.

From the **INDEX**, expand **Student Information** and select **Student Locator**. Type in the **First Name**, **Last Name** and **Gender** of the student. Click **Search**.

A list of potential matches will appear on the right. If the student is a match, click on that student's name. Enter the student's demographic and enrollment information. Click **Save**.

If the Student Locator returns "No matches found", or if the student's name does not match those listed, click **Create New Student**. Enter the student's demographic and enrollment information. Click **Save**.

Note: See "Using Student Locator" at the end of this Quick Reference Guide.





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2009 Test Window Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 1)

Changes to Demographic Information:

If a student has an error in demographic information (misspelled **Name**, wrong **Birthdate**, error in **Race/Ethnicity**, missing **Student Number** (local ID)), those changes can be made under **Census**.

From the **NAVIGATION TOOLS**, select **Census** and **People**. Make any changes on the **DEMOGRAPHICS** tab. I

If the student has a legal name change, click on the **IDENTITIES** tab. Select **New**. Enter the student's new last name and all other demographic information. Click **Save**.

The student will now have two identity records, with the most current record being the name displayed on the *User Interface* and all other reports. A search for the student under either name will yield a match.





2009 Test Window Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 1)

Changes to Enrollment Information:

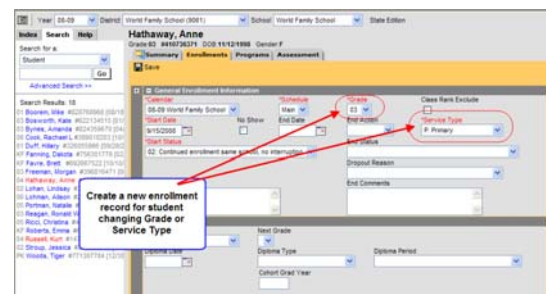
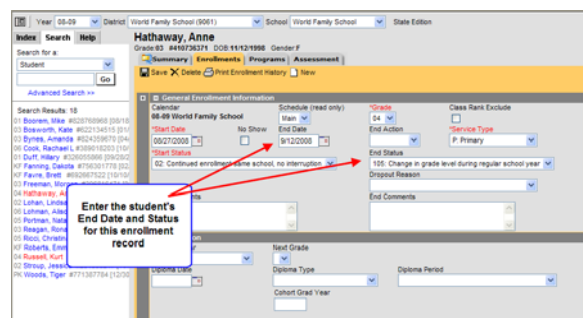
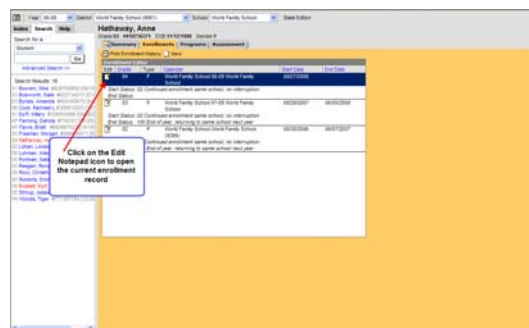
If a student has changes to **Grade Level**, **Start Date**, **Start Status**, **End Date**, **End Status** or **Service Type**, make those changes in the student's enrollment record.

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon. Edit the enrollment information and click **Save**.

If a student has a change in **Grade** (student moves from first grade back to Kindergarten) or if the student has a change in **Service Type** (e.g., moves from *N: Special Ed Services* to *P: Primary*), a new enrollment record needs to be created.

Enter the student's **End Date** and **End Status** (105: *Change in grade level during regular school year*) for the current enrollment record. Click **Save**.

Select **New** and enter the student's **Start Date** and **Start Status** (02: *Continued enrollment same school, no interruption*) for the change in **Grade** and/or **Service Type**.





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2009 Test Window Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 2)

Student Demographic File:

Extract the *Student Demographic* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select *Student Demographics*. **Under Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS.

HD	09/22/2008	08:35:58	MT9.1
SD	9061	15	Moore Alecia
SD	9061	9	Russell Kurt
SD	9061	11	Portman Natalie
SD	9061	5	Stroup Jessica
SD	9061	14	Lohman Allison
SD	9061	6	Lohan Lindsay
SD	9061	3	Duff Hillary
SD	9061	13	Cook Rachael Lee
SD	9061	9	Hathaway Anne
SD	9061	12	Ricci Christina
SD	9061	8	Bosworth Kate
SD	9061	16	Rodriguez Michelle
SD	9061	7	Bynes Amanda
SD	9061	4	Boorem Mike

Results:
File Name: SD_9061_09222008.tsv
Processing Started Time: Mon Sep 22 08:38:57 MDT 2008.
Processing Finished Time: Mon Sep 22 08:39:02 MDT 2008.
Total Time To Process File: 4.25 seconds.

0 Records Inserted.
14 Records Changed.
0 Records Deleted.
0 Records No Changes.

Use the Click Here link to download the new State ID's

The import has generated 14 new stateIDs. These stateIDs will now be included on the appropriate extracts.
Click here to download the Student Demographics file with these new ids.

Error Count:0

Warning Count:0

Error Detail:
Line Number Error Message Content
No Errors

This tells you how many errors you have and where those errors are

Warning Detail:
Line Number Warning Message Content
No Warnings





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2009 Test Window Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 2)

Student Enrollment File:

Extract the *Student Enrollment* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select *Enrollments*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

EN_9061_09222008.tsv - Notepad

HD	09/22/2008	10:26:14	MT9.1						
EN	9061	9399	1	756301778	1	Fanning Dakota	P	08/27/2008	01
EN	9061	9399	1	609355549	2	Roberts Emma	P	08/27/2008	01
EN	9061	9399	1	284866247	5	Stroup Jessica	P	08/27/2008	02
EN	9061	9399	1	317891368	6	Lohan Lindsay	P	08/27/2008	02
EN	9061	9399	1	326055866	3	Duff Hillary	P	08/27/2008	02
EN	9061	9399	1	828768968	4	Boorem Mike	P	08/27/2008	02
EN	9061	9399	1	627128379	27	Reagan Ronald	P	08/27/2008	06
EN	9061	9399	1	184012616	11	Portman Natalie	P	08/27/2008	02
EN	9061	9399	1	294521875	14	Lohman Alison	P	08/27/2008	02
EN	9061	9399	1	389018203	13	Cook Rachael	P	08/27/2008	02
EN	9061	9399	1	410736371	9	Hathaway Anne	P	08/27/2008	02
EN	9061	9399	1	415512566	12	Ricci Christina	P	08/27/2008	02
EN	9061	9399	1	622134515	8	Bosworth Kate	P	08/27/2008	02
EN	9061	9399	1	824359670	7	Bynes Amanda	P	08/27/2008	02
EN	9061	9399	1	396816471		Freeman Morgan	P	08/27/2008	01
EN	9061	9399	1	771387784		Woods Tiger	N	08/27/2008	01
EN	9061	9399	1	692667522		Favre Brett	P	09/15/2008	04
EN	9061	9399	1	147841322		Russell Kurt	P	08/27/2008	02

Results:

File Name: EN_9061_09222008.csv
Processing Started Time: Mon Sep 22 10:20:24 MDT 2008.
Processing Finished Time: Mon Sep 22 10:20:26 MDT 2008.
Total Time To Process File: 1.688 seconds.

0 Records Inserted.
14 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0

Warning Count:0

Error Detail:

Line Number	Error Message	Content
No Errors		

Warning Detail:

Line Number	Warning Message	Content
No Warnings		

This tells you how many errors you have and where those errors are





ACHIEVEMENT IN MONTANA

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2009 Test Window Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 3)

Student Demographic File:

Download the Excel Template, **Student Demographics**, from the AIM Webpage (General Information/Excel Templates).

Enter the student demographic information into the template. Check that all columns requiring leading zeros are formatted correctly. (See **Excel Tips** at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a *Text (Tab delimited)(*.txt)* file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file.

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11
Record Type (SD)	District Number	Student's State ID	Student's Local ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Race/Ethnicity
SD	9061		15	Moore	Alicia			F	09/08/1995	05
SD	9061			Russell	Kurt			M	03/17/1999	01
SD	9061		11	Portman	Natalie			F	06/09/1998	03
SD	9061		5	Stroup	Jessica			F	10/23/2000	04
SD	9061		14	Lohman	Alison			F	09/18/1996	05
SD	9061		6	Lohan	Lindsay			F	07/03/2001	05
SD	9061		3	Duff	Hillary			F	09/28/2001	01
SD	9061		13	Cook	Rachael	Lee		F	10/04/1996	05
SD	9061		9	Hathaway	Anne			F	11/12/1998	01
SD	9061		12	Ricci	Christina			F	02/12/1998	02
SD	9061		8	Bosworth	Kate			F	01/02/2000	05
SD	9061		16	Rodriguez	Michelle			F	07/12/1996	05
SD	9061		7	Bynes	Amanda			F	04/03/2000	02
SD	9061		4	Boorem	Mike			F	08/18/2002	05

Format the columns that require a date or zero padding format

SD_9061_09222008.tsv - Notepad

File	Edit	Format	View	Help
HD	09/22/2008	08:35:58	MT9.1	
SD	9061	15	Moore Alicia	F 09/08/1995 05
SD	9061		Russell Kurt	M 03/17/1999 01
SD	9061	11	Portman Natalie	F 06/09/1998 03
SD	9061	5	Stroup Jessica	F 10/23/2000 04
SD	9061	14	Lohman Alison	F 09/18/1996 05
SD	9061	6	Lohan Lindsay	F 07/03/2001 05
SD	9061	3	Duff Hillary	F 09/28/2001 01
SD	9061	13	Cook Rachael Lee	F 10/04/1996 05
SD	9061	9	Hathaway Anne	F 11/12/1998 01
SD	9061	12	Ricci Christina	F 02/12/1998 02
SD	9061	8	Bosworth Kate	F 01/02/2000 05
SD	9061	16	Rodriguez Michelle	F 07/12/1996 05
SD	9061	7	Bynes Amanda	F 04/03/2000 02
SD	9061	4	Boorem Mike	F 08/18/2002 05





2009 Test Window Attendance Collection – File Upload

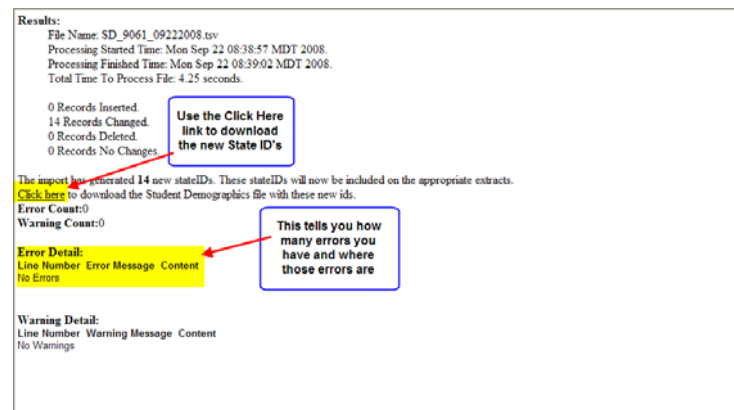
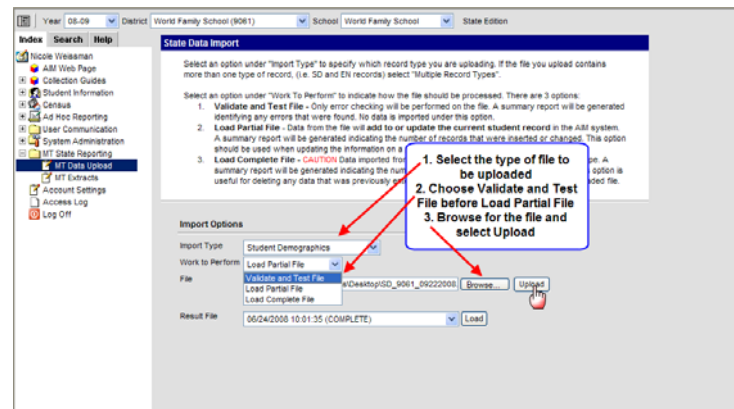
EDITING STUDENT INFORMATION (OPTION 3)

Student Demographic File:

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Student Demographics**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS or copy and paste into the **Student Enrollment Template**.



2009 Test Window Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 3)

Student Enrollment File:

Download the Excel Template, **Student Enrollments**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(*.txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DELETE rows 1, 2, and 3 prior to saving on a worksheet delimited file.												
2	First 1	First 2	First 3	First 4	First 5	First 6	First 7	First 8	First 9	First 10	First 11	First 12	First 13
3	Types (B3)	Numbers	Numbers	Numbers	Numbers	Locals	Names	Names	Names	Types	Status	End Dates	End Dates
4	EN	0061	3309	17962177	1	1	1	1	1	1	00/27/2009	D1	
5	EN	0061	3309	260955549	2	1	1	1	1	1	00/27/2009	D1	
6	EN	0061	3309	120486247	5	5	Strup	Janica	P	00/27/2009	D2		
7	EN	0061	3309	317091380	6	1	1	1	1	1	00/27/2009	D1	
8	EN	0061	3309	120056066	3	Out	Hilary			00/27/2009	D2		
9	EN	0061	3309	102076060	4	1	1	1	1	1	00/27/2009	D2	
10	EN	0061	3309	1237120379	27	1	1	1	1	1	00/27/2009	D1	
11	EN	0061	3309	1184012616	11	1	Portman	Alison	P	00/27/2009	D2		
12	EN	0061	3309	120451015	14	1	1	1	1	1	00/27/2009	D2	
13	EN	0061	3309	1300010203	13	1	1	1	1	1	00/27/2009	D1	
14	EN	0061	3309	141073021	9	1	1	1	1	1	00/27/2009	D2	
15	EN	0061	3309	141551256	12	1	1	1	1	1	00/27/2009	D2	
16	EN	0061	3309	1422134515	9	1	1	1	1	1	00/27/2009	D1	
17	EN	0061	3309	142430970	7	1	1	1	1	1	00/27/2009	D2	
18	EN	0061	3309	130601641	1	1	1	1	1	1	00/27/2009	D1	
19	EN	0061	3309	1712370784	1	1	1	1	1	1	00/27/2009	D1	
20	EN	0061	3309	1602667522	1	1	1	1	1	1	00/15/2009	D1	
21	EN	0061	3309	1470413222	1	1	1	1	1	1	00/27/2009	D2	

NO	DATE	TIME	MTWTFSS				
EN	9001	9:59		756102378	1	Fanning Dakota	P 08/27/2008
EN	9001	9:59		650115459	7	Roberts Dena	P 08/27/2008
EN	9001	9:59		248466247	5	Stroup Jessica	P 08/27/2008
EN	9001	9:59		172931168	6	Lipson Lindsay	P 08/27/2008
EN	9001	9:59		326055866	3	Wuff Hillary	P 08/27/2008
EN	9001	9:59		826789566	4	Boorman Wylie	P 08/27/2008
EN	9001	9:59		627128379	27	Reagan Ronald	P 08/27/2008
EN	9001	9:59		184627656	11	Norman Mattie	P 08/27/2008
EN	9001	9:59		294152815	14	Lowman Allison	P 08/27/2008
EN	9001	9:59		189023133	11	Good Christina	P 08/27/2008
EN	9001	9:59		410716701	9	Mathews Anne	P 08/27/2008
EN	9001	9:59		415511566	12	Klco Rachael	P 08/27/2008
EN	9001	9:59		622218153	10	Bowser Amy	P 08/27/2008
EN	9001	9:59		824159670	7	Bynes Amanda	P 08/27/2008
EN	9001	9:59		166821101	6	Lowman Morgan	P 08/27/2008
EN	9001	9:59		771318787	8	Woods Tylee	P 08/27/2008
EN	9001	9:59		692626722	1	Ferre Brett	P 08/27/2008
EN	9001	9:59		147841322	2	Russell Kurt	P 08/27/2008



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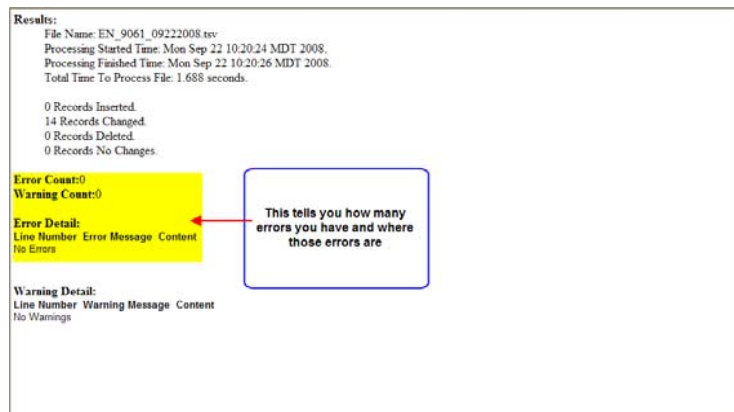
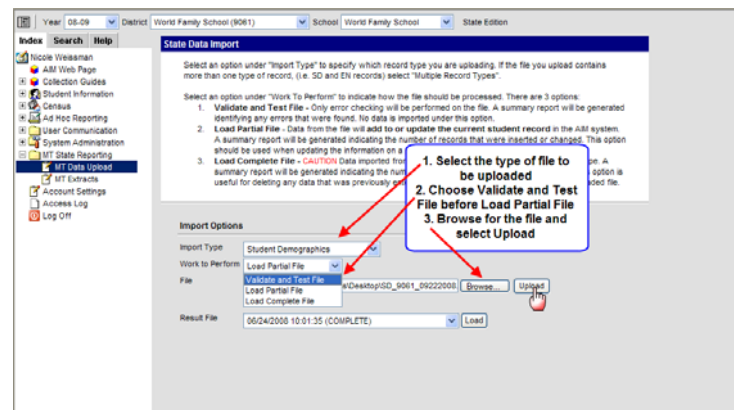
2009 Test Window Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 3)

Student Enrollment File:

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Enrollments**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.



2009 Test Window Attendance Collection – File Upload

REPORTING TEST WINDOW ATTENDANCE (OPTION 1)

Extract the *Attendance – Test Window* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Attendance – Test Window*. **Under Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

AS_9061_0127/2009.tsv Notepad										
File Edit Format View Help										
HD	01/27/2009	08:16:31	MT9.1							
AS	9061	9000	1	167903422	18	Barrymore	Drew	0.000	N	F
AS	9061	9000	1	378653650	19	Milano	Alyssa	0.000	N	F
AS	9061	9000	1	167845765	21	Diaz	Cameron	0.000	N	F
AS	9061	9000	1	938265164	22	Pitt	Brad	0.000	N	F
AS	9061	9000	1	899910962	23	Liu	Lucy	0.000	N	F
AS	9061	9000	1	427587729	24	Lopez	Jennifer	0.000	N	F
AS	9061	9000	1	130723353	26	Hunt	Bonnie	0.000	N	F
AS	9061	9000	1	312008921	23	Nixon	Richard	0.000	N	F
AS	9061	9000	1	519037219		Chan	Jackie	0.000	N	F
AS	9061	9000	1	134064685		Brady	Tom	0.000	N	F

Results:

File Name: AS_9061_01272009.tsv
Processing Started Time: Tue Jan 27 08:18:35 MST 2009.
Processing Finished Time: Tue Jan 27 08:18:35 MST 2009.
Total Time To Process File: 0 seconds.

0 Records Inserted.
0 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:10
Warning Count:0

Error Detail:

[illegible]

Warning Detail:

Line Number	Warning Message	Content
No Warnings		



2009 Test Window Attendance Collection – File Upload

REPORTING TEST WINDOW ATTENDANCE (OPTION 2)

Download the Excel Template, **Student Test Window Attendance**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(*.txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

[illegible]

ID	Date	Time	Name	Age	Gender	Height	Weight	Color	Size	Feet	Inches	Hand	Foot
AS	06/01	9000	1	167903412	18	Barrymore	Alyssa	0.000	N	F	20		
AS	06/01	9000	1	378653650	19	Milano	Alyssa	0.000	N	F	20		
AS	06/01	9000	1	167845765	21	Diaz	Cameron	0.000	N	F	20		
AS	06/01	9000	1	838261364	22	Pitt	Brad	0.000	N	F	20		
AS	06/01	9000	1	899910962	23	Liu	Lucy	0.000	N	F	20		
AS	06/01	9000	1	427587729	24	Lopez	Jennifer	0.000	N	F	20		
AS	06/01	9000	1	130713333	26	Hunt	Bonnie	0.000	N	F	20		
AS	06/01	9000	1	512008921	23	Nixon	Richard	0.000	N	F	20		
AS	06/01	9000	1	559672719	24	Chan	Jackie	0.000	N	F	20		
AS	06/01	9000	1	134064685	26	Brady	Tom	0.000	N	F	20		



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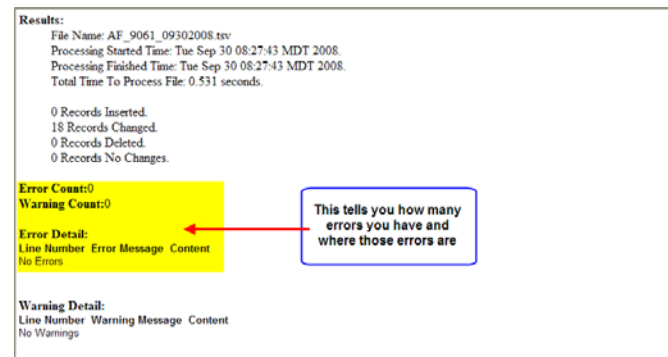
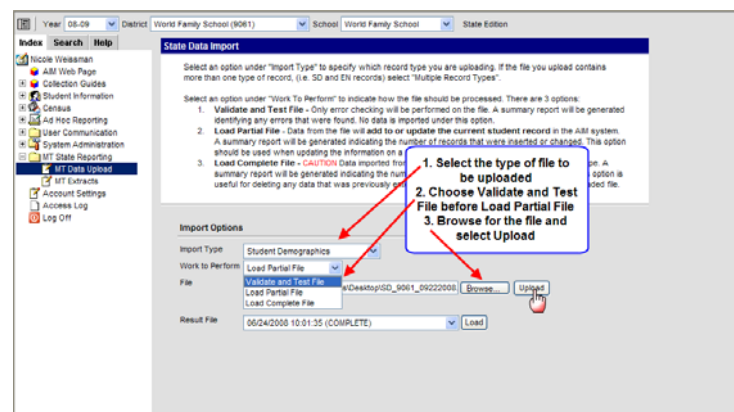
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2009 Test Window Attendance Collection – File Upload

REPORTING TEST WINDOW ATTENDANCE (OPTION 2)

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Attendance – Test Window**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.





2009 Test Window Attendance Collection – File Upload

REPORTING TEST WINDOW ATTENDANCE (OPTION 3)

Default All Students to Full Time Enrolled:

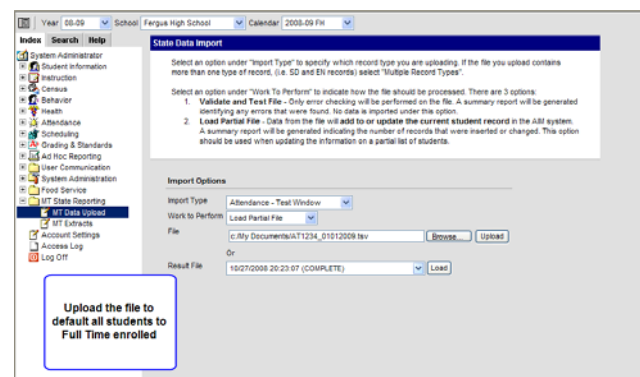
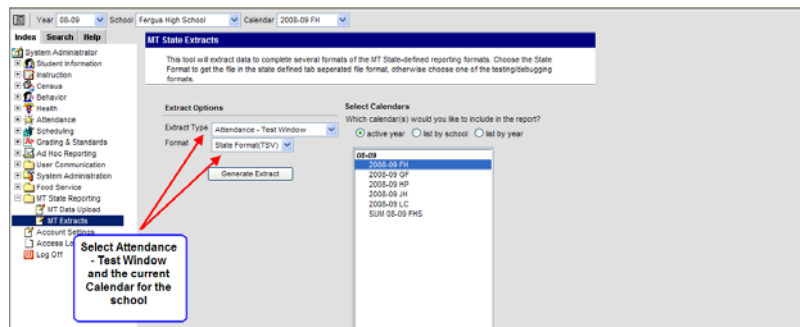
From the **NAVIGATION TOOLS**, select **MT State Reporting** and **MT Extracts**.

From the **Extract Type**, select *Attendance – Test Window*. **Format** should default to *State Format (TSV)*. Select the school(s) from the current year's calendar.

Click **Generate Extract**. Save the file.

From the **NAVIGATION TOOLS**, select **MT State Reporting** and **MT Data Upload**. From the **Import Type**, select *Attendance – Test Window*. From the **Work to Perform**, select *Load Partial File*. Browse for the file and select **Upload**.

Note: This process defaults all students to full-time enrollment. If you have students who are less than *Full Time enrolled*, see the next slide to correct **Aggregate Hours** for those students.





2009 Test Window Attendance Collection – File Upload

REPORTING TEST WINDOW ATTENDANCE (OPTION 3)

Adjustments to Aggregate Hours:

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon.

Expand the **State Reporting Fields** and scroll to the **Attendance and Enrollment Information**. If the student is less than full time enrolled, change the **Aggregate Hours** from *F: 720+ hours* to the student's actual enrollment status.

Full Time – *F: 720+ hours*

Three-Quarter Time – *T: 540-719 hours*

Half Time – *H: 360-539 hours*

One-Quarter Time – *Q: 180-359 hours*

Less Than One-Quarter Time – *N: 0-179 hours*

Click **Save**.

The screenshot shows the 'Attendance and Enrollment Information' section for student Brady, Greg. The 'Test Window Attendance Count' dropdown is highlighted with a red arrow pointing to the 'F: 720+ hours' option. A blue box with text 'Change the Aggregate Hours to reflect the student's enrollment status' is overlaid on the right side of the form.





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REPORTING TEST WINDOW ATTENDANCE (OPTION 3)

Entering Test Window Absent Information:

From your local student information system, generate a list of all students absent on the *Count Date* (March 10, 2009).

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Type the name of a student or click **Go** for a list of all students. Select a student who was absent on the *Count Date*. Click on the **ENROLLMENTS** tab.

Open the student's current enrollment record by clicking on the **Edit Notepad** icon. Expand the **State Reporting Fields**. Scroll down to the **Attendance and Enrollment Information**. Enter the student's absence in the **Spring Absent** field (e.g., full absence = 1.000, half-day = 0.500).

Click **Save**.


The screenshot shows the 'Attendance and Enrollment Information' section for student Brady, Greg. The 'Testing Absent' field is highlighted with a red arrow and a callout box that says 'Enter the portion of the day the student was absent'. The 'Testing Absent' field is currently set to 0.000. Other fields include 'Fall Attendance Count', 'Spring Attendance Count', and 'Test Window Attendance Count'. The 'Testing Aggregate Hours of Inst.' is set to 'F: 720 + hours'.



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 Appendix B: Enrollment End Status		
CODE	NAME	DEFINITION
100	End of year, returning to same school next year	Exit at end of school year. Will return to same school next year.
105	Change in grade level during regular school year	A student who changes grade level during the school year.
110	Promoted to another school in the same district	A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level. Example: 8 th grade student enters High School when promoted to grade 9.
120	Transfer to a public school in the same district	A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.
130	Transfer to public schl under NCLB schl choice	Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
140	Transfer to public schl in another district in MT	A student who transfers from a public school that is located within the administrative boundaries of another local education agency in the state of Montana.



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2009 Test Window Attendance Collection – File Upload

CODE	NAME	DEFINITION
150	Transfer to a MT state-funded school	Transfer to a state-funded school. Examples: the Montana School for the Deaf and Blind or a school under the Department of Corrections.
160	Transfer to a private school in the state	Transfer to a private school in the state.
170	Transfer to a home school in the state	Transfer to a home school in the state.
180	Transfer to a school out of state	Transfer to a school out of state.
190	Transfer out of the country	Transfer to a school out of the country (other than foreign exchange students).
210	Medical care or treatment, eligible to return	Student has long-term medical condition, or is in drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school.
220	Enrolled in a foreign exchange program	Student is enrolled in a foreign exchange program, and is eligible to return to school in the United States.
240	Withdrawn, under age for compulsory school att	Students are under the age for compulsory attendance and are withdrawn from the school (but are eligible to return).
250	Expelled, eligible to return	The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout).
260	Unknown (grades PK-6, UE)	Students in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts.





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CODE	NAME	DEFINITION
295	Dropped out, subsequent re-enrollment	Student dropped out, but re-enrolled and returned to school. These students are not considered dropouts.
300*	Withdrew for personal or academic reasons*	Student withdrew for personal or academic reasons.
310*	Exceeded age requirement set by district policy*	Student exceeded maximum age requirement set by district policy.
320*	Removed or Expelled, without option to return*	Student was removed from the education system, without choice, for reasons other than health and is not expected to return (Examples: adult corrections, removed by court order, permanently expelled).
330*	Withdrew to enroll in non-diploma program*	Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge).
340*	Unknown*	Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students were absent 10 or more consecutive days and students that moved without providing further information on their educational status).
400	Graduated	A student who has met the state and local requirements for graduation.
420	Completed school with other credentials	A student who has received a certificate of completion or attendance in lieu of a high school diploma.
500	Student died	Student Died.





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CODE	NAME	DEFINITION
510	Student is permanently incapacitated	Student is permanently incapacitated.
*These codes are considered drop-out codes when used for students in Grades 7-12, UM or UH. Note that the asterisk should not appear in the code or description in the application.		






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 Appendix C: Dropout Reason Codes		
CODE	NAME	DEFINITION
01	Academic Difficulty	The student left school because of academic difficulty or lack of engagement.
02	Attendance Difficulty	The student left school because of difficulty with attendance/absenteeism and credit policy.
03	Economic Reasons	The student left school because of economic reasons, including inability to pay school expenses and inability of parents to provide suitable clothing.
04	Employment	The student left school to seek or accept employment, including employment required to support parents or other dependents.
05	Expelled	The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended.
06	Illness	The student left school because of illness.
07	Job Corps or Similar Program	The student left school to join the Job Corps or similar program.
08	Language Difficulty	The student left school because he or she was experiencing difficulty with language.
09	Marriage	The student left school because of marriage.
10	Military	The student left school to join the military.
11	Needed at Home	The student left school to help with work at home, including work on the family farm.





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CODE	NAME	DEFINITION
12	Over Compulsory Age	The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8 th grade completion).
13	Pregnancy	The student left school because of pregnancy.
14	Poor Personal Relationships	The student left school because of poor personal relationships with students, teachers and/or administrators.
15	Reached Maximum Age Set by District Policy	The student reached the maximum age of attendance as determined by school district policy.
16	Other Known Reason	The student left school, or was required to leave, for some known reason other than those listed.
17	Unknown Reason	The student left school for a reason which is not known.
18	GED (Pursuing)	The student left school to obtain a GED (not including school approved GED programs).
19	Suspended, Did Not Return	The student was suspended, but did not return after the suspension ended.





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USING STUDENT LOCATOR

The Student Locator function in the AIM System is used to locate students that have already been assigned a State Student ID number. The Student Locator function is the best practice for enrolling new students. Understanding how the Student Locator works, however, is essential for avoiding the duplicate of State Student ID numbers.

Q: *How does the Student Locator work?*

A: The Student Locator works by matching the name entered to an existing name in the AIM system based upon the principals of Soundex. Soundex is a phonetic coding system that matches names based upon pronunciation, regardless of minor differences in spelling. You must enter Last Name, First Name and Gender to search for a student.

Q: *What are the limitations of the Student Locator?*

A: The Student Locator successfully locates most entries. However, if a student is entered into the AIM system (or the enrolling district is attempting to enroll the student) with a name other than their legal name (step-parent's last name, hyphenated last name, nickname, etc.) the Student Locator will not always return a match. If you know that a student has been previously enrolled in a Montana School District, try searching by other names used, nickname, etc.

Q: *What if I still cannot find a match using Student Locator?*

A: If a student was previously enrolled in a Montana School District, and you are unable to locate that student's State ID number, call a member of the OPI AIM Staff for assistance. We have the ability to search the entire state database to help you locate that student's State ID number.



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EXCEL TIPS AND TRICKS

Excel Issue	Example	Correction
Column should be two digits in length (zero padding)	The Start Status field needs to be 02, not 2	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "0#" (zero and a pound symbol).
Column should be four digits in length (zero padding)	The District field needs to be 0001, not 1	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "000#" (three number zeros and a pound symbol).
The dates must be in mm/dd/yyyy format	The Date needs to be 07/01/2007, not 7/1/07	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type mm/dd/yyyy.
The file must be saved as a Text (tab delimited file)	The file is in CSV or Excel format, not a text file format	From the File Menu , click Save As . In the Save as type box, choose <i>Text (tab delimited)(*.txt)</i> . Enter the file name with the extension *.tsv or *.txt
Unable to view file extensions	My file won't upload correctly, and I cannot see the file format extension	Choose Control Panel, Folder Options . Click on the View tab. Uncheck the box next to <i>Hide extensions for known file types</i> . Click OK.